

STATE OF HAWAII
REQUEST FOR AUTHORIZATION TO PURCHASE OUTSIDE OF THE
PRICE LIST FOR STATEWIDE PUBLICATION OF PUBLIC NOTICE,
PURSUANT TO SECTION 1-28.5, HRS

NOTE:

(SUBMIT THIS REQUEST TO THE STATE PROCUREMENT OFFICE - FAX NO. (808) 586-0570)

TO: State Comptroller
ATTN: State Procurement Office

FROM: _____
(State/County agency) (Date)

Exception to purchase from a source outside the price list is requested as follows:

Price List Vendor: _____ After the fact request: ☐ Yes ☐ No
Unit Price: _____
Description: _____

Justification to purchase from another source (why publication under the terms of the price list cannot meet agency needs):

For your information, we propose to purchase the publication as follows:

Name of Vendor: _____
Unit Price: _____

Direct questions to requesting agency personnel: Name: _____
Phone No.: _____

Requesting agency approval recommended by: _____
Signature

Title Date

FOR SPO USE ONLY:

Recommendation of SPO Staff: ☐ Approval ☐ Disapproval ☐ No Action Required
Comments: _____

Signature Title Date

ACTION BY STATE COMPTROLLER: ☐ Approved ☐ Disapproved

Signature Date